

Alabama Board of Court Reporting

P. O. Box 240066, Montgomery, AL 36124-0066

Phone: 334.215.7233 Fax: 334.215.7231

Web Site: www.abcr.alabama.gov



Application Instructions and Checklists

General Statement:

The ABCR desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process **complete applications only**. Complete applications will be the Board's first priority. Incomplete applications will be returned to have deficiencies addressed. Read all instructions carefully. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your application. **Make all checks payable to ABCR and send with application to: P.O. Box 240066; Montgomery, AL 36124-0066.**

You should carefully read the ABCR Licensure Law and the Rules and Regulations (also available at www.abcr.alabama.gov) to familiarize yourself with them prior to beginning to complete the application. Please copy all forms submitted to the ABCR for your records, as you may need some pages for future reference.

The ABCR has been given the responsibility of protecting the public safety and welfare by regulating court reporting in the State of Alabama, which is our first concern. In addition, we are striving to meet the needs of professional court reporters who provide court reporting services to the public. Therefore, we have attempted to make the rules and regulations and the application process as "user friendly" as possible. However, as you progress through the application process and, in time, the renewal process, you may have specific recommendations for improvement. We welcome suggestions and request that you mail them to our office in Montgomery.

Checklists: Checklists have been created to assist you in completing your application. Locate the checklist for the method by which you are applying for a license. The checklists will direct you to the appropriate forms to complete. The following is a list of ABCR checklists from which you should choose:

- Application for Licensure by Work Experience (grandfathering)
- Application for Licensure by Credential (grandfathering for ACRA Members)
- Application for Temporary Licensure (employed after June 1, 2006)
- Application for Licensure by Reciprocity (applying from a licensing state)
- Application for Licensure/Request to sit for Examination (traditional method)

Application: Applications must be typewritten or printed in ink and must be legible. Complete the entire application. **Leave no space blank.** If a particular question or request for information does not apply to you, put a short line in the blank space or cross out the entire section to indicate the question or section has received your attention. Failure to supply necessary information may result in denial of application.

Your full name, social security number, and date of birth are essential for identification purposes. This information will be for confidential Board use only. Please supply this key information. The preferred contact information, name, and license number may be used for publication of a roster of licensees on the Board's web site.

Application Process: Once your **complete application** with payment has been received, your application will be reviewed by the Board. You will then be notified of your status by letter.

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Forms Checklists:

Forms checklists to be completed when applying.

Licensure by Work Experience (grandfathering option for those employed by June 1, 2006, in the practice of court reporting in Alabama) complete and submit:

- () Application with current picture attached (made or taken within last 6 months)
- () Verification of Employment Form (must be sent directly from One Judge or Three Licensed Attorneys to ABCR)
- () Application Fee (\$50.00)
- () License Fee (\$100.00)

Licensure by Credential (grandfathering option for ACRA CSR Members as of June 1, 2006, and applying for Licensure by June 1, 2007) complete and submit:

- () Application with current picture attached (made or taken within last 6 months)
- () Application Fee (\$50.00)
- () License Fee (\$100.00)

Temporary Licensure (employed after June 1, 2006) complete and submit:

(valid for up to 60 days after next scheduled examination)

- () Application with current picture attached (made or taken within last 6 months)
- () Proof of Graduation from an accredited High School or equivalency (copy of diploma or official transcripts)
- () Verification of Employment Form from Three Licensed Attorneys (must be sent directly from Attorney to ABCR)
- () Application Fee (\$50.00)
- () License Fee (\$100.00)

Licensure by Reciprocity complete and submit:

- () Application with current picture attached (made or taken within last 6 months)
- () Verification of License from another State (must be sent directly from the licensure board of the state in which you hold the license and must include description of examination taken and the grades received, including the speeds of dictation, the percentage of accuracy to pass and the contents of the written knowledge test)
- () Copy of Act or Rules & Regulations from the State of Licensure (in effect when initial License was granted)
- () Application Fee (\$50.00)
- () License Fee (\$100.00)

License by Examination complete and submit:

- () Application with current picture attached (made or taken within last 6 months)
- () Proof of Graduation from an accredited High School or equivalency (copy of diploma or official transcripts)
- () Documentation of Passing Examination (Written Knowledge Exam administered by NCRA and Alabama Skills Examination or documentation of passing NCRA Registered Professional Reporter Examination or NVRA Certified Verbatim Reporters Examination)
- () Application Fee (\$50.00)
- () License Fee (\$100.00)

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Instructions for completion of the application:

1. Personal information:
 - a. Complete all sections either typewritten or printed legibly in blue or black ink.
 - b. Attach, by clear tape or staple, a recent approximate 2x2 head and shoulders passport-type photo of applicant. The photo should be current within last 6 months and have applicant's name printed on the back side of the photo.
2. Employment:

List all employment held in the past 3 years.
Begin with current employer and include address of employer, dates of employment, position title, reason for leaving (if applicable), and employer phone number for all entries. Attach additional sheet if extra space is needed.
3. Education:

List all educational institutions attended, including graduation information. Please include GED information under "other." Attach additional sheet if extra space is needed.
4. List all court reporting licenses you currently hold or have ever held. You do not have to arrange for verification of a license unless you are applying for a license by reciprocity.
5. Criteria for Licensing – choose one and complete requested information.
6. Self disclosure section:
 - a. Answer each question
 - b. If you answered any question "Yes," include explanation, date, place, reason and disposition on a separate sheet of paper and attach to the application. A "yes" answer does not necessarily mean the applicant will not be granted a license. However, additional documentation may be requested by the Board if the information submitted is insufficient.
7. Affidavit:

Carefully read complete affidavit statement. Print your name in the blank at the beginning of the last paragraph.
8. Signature must be notarized.
9. Enclose 2 checks or money orders, one for \$100.00 license fee (\$50 for Temporary License) and one for non-refundable \$50.00 application fee made payable to ABCR. License fee will be refunded should your license application be denied.
10. Mail completed information to:

**ABCR
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